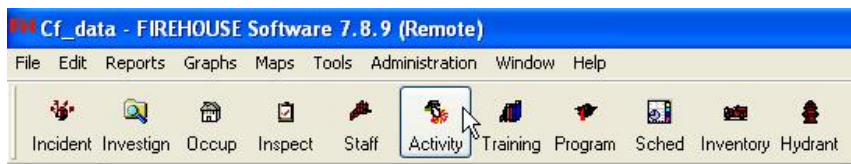


Entering Daily Logs in Firehouse

Many times our daily activities are very short duration and entering each and every one in Firehouse can be time consuming. This instruction manual details the steps to create a daily log where you can track these tasks without creating a lot of activity records.

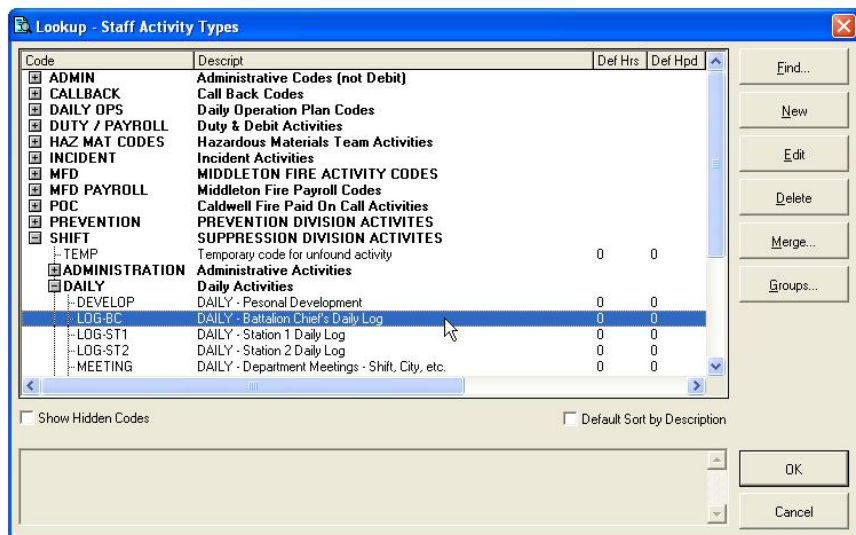
This entry method is not to be used for the daily activities that are considered to be major daily events. These activities can include but are not limited to,

- **Daily Truck Checks**
- **Store Duties**
- **Work-out time**
- **Public Education Details, includes station tours and school presentations**
- **Smoke Detector Installation/Inspection**
- **Equipment Maintenance**



Start by clicking on the **Activity** icon on the Firehouse icon bar

Once the **Activity** screen opens, select the ellipse (3-dot) box next to the **Default Activity Code** field.

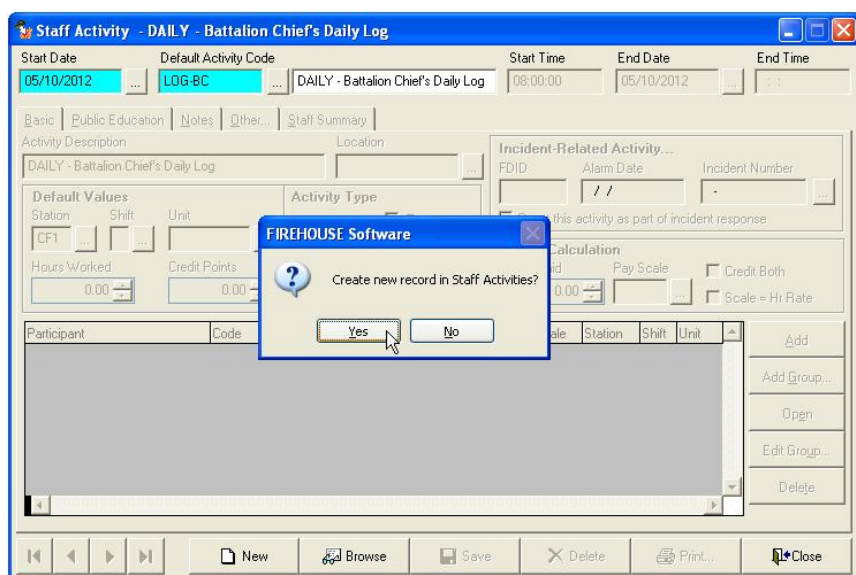


Once the **Staff Activity Types** lookup table opens select the **Shift** group and then select the **Daily** group.

Here you will find codes for the following types of daily logs,

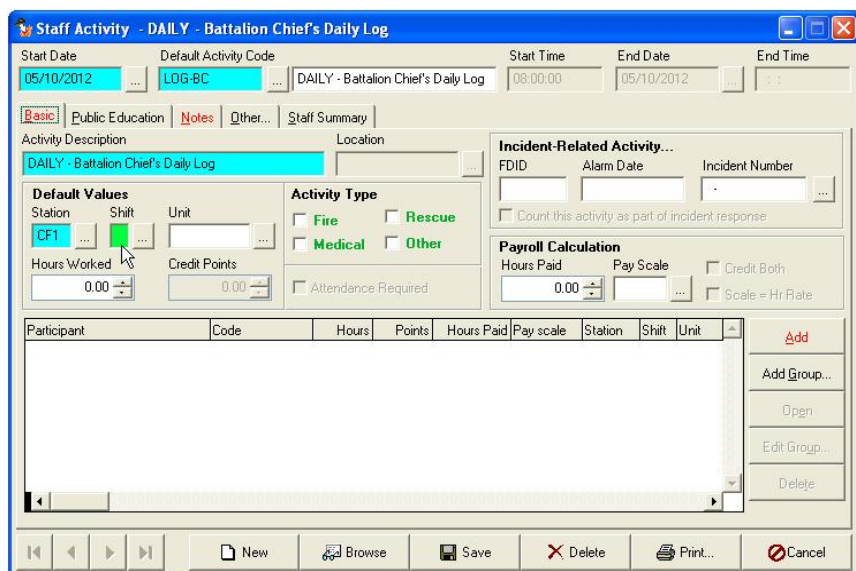
- **LOG-BC, Battalion Chief's Daily Log**
- **LOG-ST1, Station 1 Daily Log**
- **LOG-ST2, Station 2 Daily Log**

Select the appropriate activity code for your daily log.



After you have selected your activity code, you will be asked to create a new record in the activities module. Select the **Yes** button to continue.

Once you have created the new record, the **Start Time** and **End Time** fields will become disabled; also a default start time of 08:00:00 will be entered.



At this point you only need to fill in the **Shift** field. There is an update rule that will complete the **Activity Type** field to the correct activity type.

FIREHOUSE USER MANUAL

Staff Activity - DAILY - Battalion Chief's Daily Log

Start Date: 05/10/2012, Default Activity Code: LOG-BC, Start Time: 08:00:00, End Date: 05/10/2012, End Time: :

Basic | Public Education | Notes | Other... | Staff Summary

Activity Description: DAILY - Battalion Chief's Daily Log, Location: , Incident-Related Activity: FDID: , Alarm Date: , Incident Number: , Count this activity as part of incident response: ☐

Default Values: Station: CF1, Shift: C, Unit: , Hours Worked: 0.00, Credit Points: 0.00, Activity Type: ☐ Fire, ☐ Rescue, ☐ Medical, ☒ Other, ☐ Attendance Required, Payroll Calculation: Hours Paid: 0.00, Pay Scale: , Credit Both: ☐ Scale = Hr Rate

Participant	Code	Hours	Points	Hours Paid	Pay scale	Station	Shift	Unit
-------------	------	-------	--------	------------	-----------	---------	-------	------

Add, Add Group..., Open, Edit Group..., Delete

New, Browse, Save, Delete, Print..., Cancel

The next step is to add a staff record. Select the **Add** button to start the entry process.

Participant Detail - DAILY - Battalion Chief's Daily Log

Staff ID: 0197, CARICO, BRAD

Basic | Notes | Other...

Activity Code: LOG-BC, Position: 53, Role(s): , Station: CF1, Shift: C, Unit: , Hours Worked: 0.00, Credit Points: 0.00, Activity Type: ☐ Fire, ☐ Medical, ☐ Rescue, ☒ Other, ☐ Driver, Attendance Required: ☐ Attendance Status: Attended, Reason for absence: , Payroll Calculation: Hours Paid: 0.00, Pay Scale: , Credit Both Hours Paid and Pay Scale: ☐ Use Pay Scale as the Hourly Rate: ☒

Code	Description	Hrs Worked
LOG-BC	DAILY - Battalion Chief's	0.00

Save & Continue (Ctrl+S), Save & Close (Ctrl+W), Save & New (Ctrl+Y)

New, Browse, Save, Delete, Print..., Cancel

Enter your staff ID in the **Staff ID** field.

Then using the right mouse button click on the **Save** button, then select the **Save & Close** option.

This will close the **Staff Activity Detail** record.

Staff Activity - DAILY - Battalion Chief's Daily Log

Start Date: 05/10/2012, Default Activity Code: LOG-BC, Start Time: 08:00:00, End Date: 05/10/2012, End Time: :

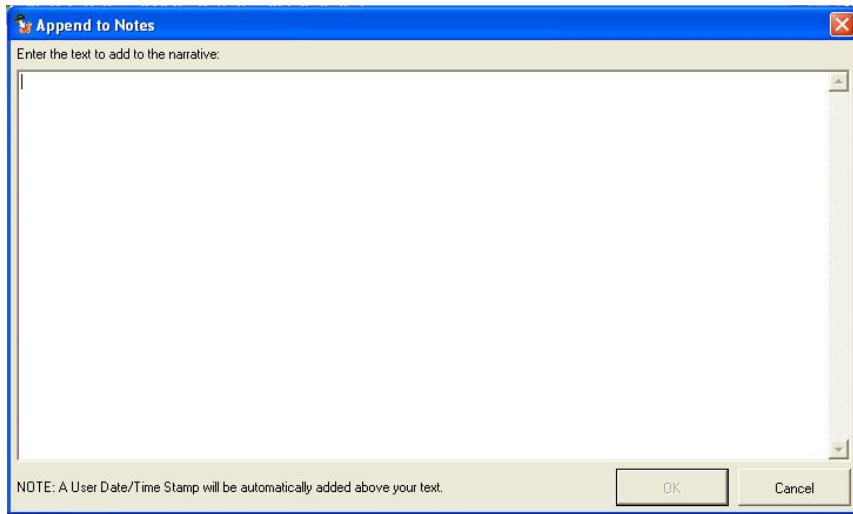
Basic | Public Education | Notes | Other... | Staff Summary

Unlock Notes, Append...

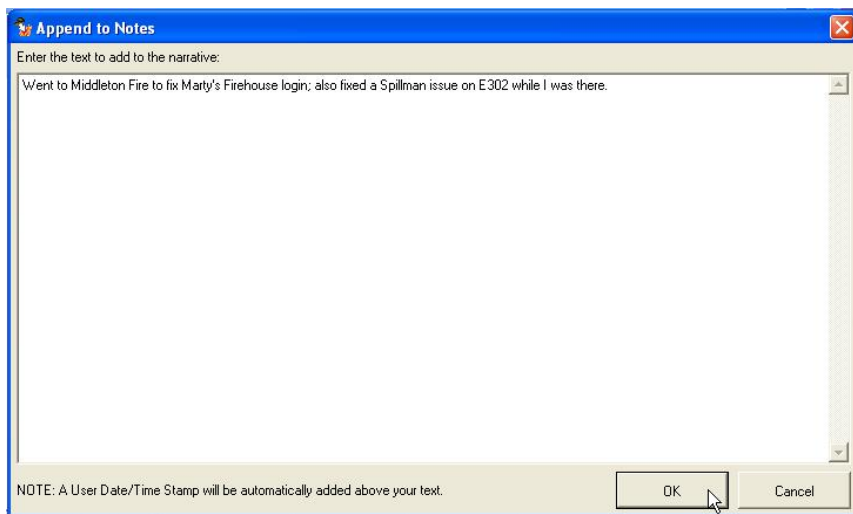
New, Browse, Save, Delete, Print..., Cancel

Now select the **Notes** tab to enter your log information.

Select the **Append** button to open a screen where you can enter your notes.

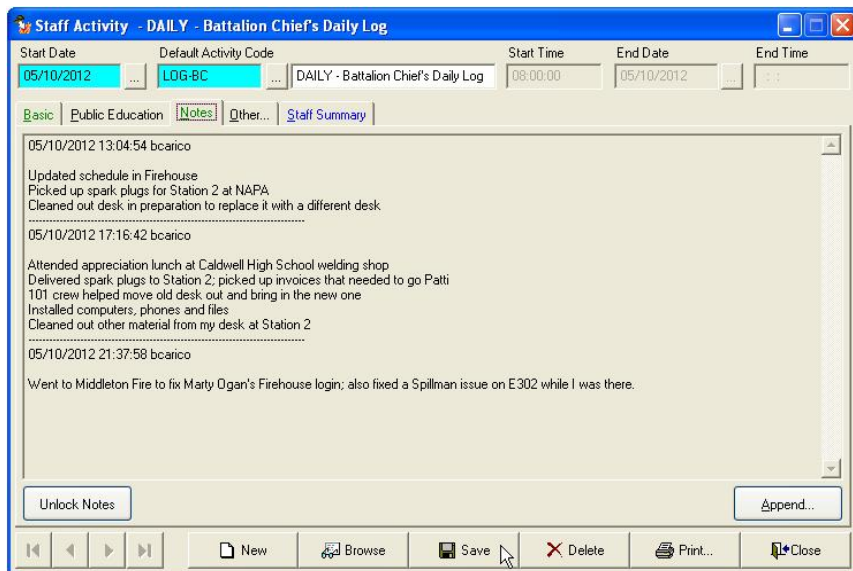


The **Append to Notes** screen will open. You can type whatever information into this screen that you need to enter.



Before selecting the **OK** button on your keyboard to close the screen, push the **F7** button to run the spell checker to look for any spelling errors.

After you have spell checked your entry, select the **OK** button.



Your entry will be appended to any information that you may have entered earlier.

NOTE: Each time you append an entry into the **Notes** section, a date/time/user name entry is automatically entered by Firehouse.

Now select the **Save** and **Close** button to close the activity record screen.